

**Unofficial**  
**BUDGET COMMITTEE MEETING**  
**MINUTES**  
**HOOKSETT MUNICIPAL OFFICES**  
**COUNCIL CHAMBERS**  
**35 Main Street**  
**Thursday, January 31, 2013**

**CALL TO ORDER**

Chairman Miville called the meeting to order at 6:30 pm.

**ATTENDANCE**

Chair M. Miville, T. Keach, F. Bizzarro, N. Haas, T. Lizotte, C. Moreau, S. Peterson, and T. Jennings.

D. Argo, J. Hyde - Absent

T. Young - excused

Village Water, Central Water -Absent

**APPROVAL OF MINUTES**

**January 10, 2103**

*N. Haas motioned to approve the minutes of January 10 2013. Seconded by S. Peterson*

*Vote unanimously in favor*

**January 24, 2013**

*Chris Moreau motioned to approve the minutes of January 24, 2013. Seconded by N. Haas.*

*Vote unanimously in favor.*

**NEW BUSINESS**

**Overview of Municipal Budget**

D. Shankle presented an overview of the Operating Budget which is 558,749 higher than current budget (3.53% higher) and 2.29% higher than default.

The three things that you will see as the drivers:

1. Continued desire to maintain the town's buildings and fleet.  
DPW is \$43,000 increase over default. Leo has been tracking our fleet and buildings
2. Under Administration for cable television. Since I've been here, we have been doing the best we can to disseminate information to the public. People with internet access can get the information but the elderly for example would like to view through the television. That is what the Council is responding to.

3. Personnel increase of one part time person in Finance to collect more data in a better format. The software was approved last year and in order to use that as effectively as possible, we need personnel.

Warrant Articles \$562,000 is the total, which include those listed in the attached presentation.

Estimated Revenues- \$434,796 decrease projected.  
(see attached list)

M. Miville: Everyone is getting a raise in town except the Town Administrator. Why were you excluded?

D. Shankle: I have a separate contract so it is up to the Council to make that decision annually.

T. Lizotte: A Performance Review was done in 2012.

D. Shankle stated that he negotiated more time off in lieu of an increase this past year.

T. Lizotte: Going forward, we will look at funds in the future.

T. Lizotte: In comparison to last year's budget, if it had passed, what would be looking at for an increase? We were in a default budget and therefore changes and cuts were made. The reality is we didn't pass the last budget and now we must move on. As a rep of the Council, I present what is necessary.

C. Soucie: \$15,968,007 was the proposed operating budget last year which failed.

T. Lizotte: It looks like there is \$175,000 difference after accounting for the downshifting from the state.

C. Soucie: The additional personnel in finance. Currently the department is two full time staff and on part time treasurer and a deputy treasurer. The department is responsible for financial reporting, invoicing, payroll, the budgets, capital assets, insurances, process over 5000 invoices and we paid 188 employees. Eleven funds to maintain including the general fund. These funds must be tracked and 50 bank accounts which must be reconciled. All the funds are balanced monthly. The new person will allow us to do better reporting. We pay all our bills on time, but in our system, we generalize our invoices, which make it difficult when doing research. The new person will do AP (20 hours). The bookkeeper will do payroll, pay taxes and take of the day to day work done currently by the Finance Director. With three people in the office, the duties will be segregated better.

T. Lizotte: The taxpayers approve the purchase of new software. Currently it is difficult to do payroll and reconcile with the current software, with 5000 invoices, in addition to

the other work while implementing new software. Now everything is in triplicate. This will help to streamline the process. The department is striving towards modernization. Inventory is another piece.

The cost is \$13,744 represents the part time employee plus FICA.

M. Miville asked about the affordable care act.

C. Soucie: In 2018, there will be a penalty if you provide a Cadillac insurance plan. This money is to look at our current plans and understand where we will be when this kicks in. The cost for that is \$1000.

Attorney fees – The history of attorney fees over the past four years has been \$58,000 to \$123,000 and the request is \$77,000.

D. Shankle: We decided to keep it conservative and if we need more we can try and get it from somewhere else in the budget.

M. Miville asked about the Veteran's Park project.

C. Soucie stated that Kathy Northrup could be asked to speak to that at a future meeting.

M. Miville: Money is being brought into the town through fundraising. Possibly the \$1000 may not be needed.

N. Haas asked about Office Expense.

The tax bills were previously charged to the Administration. That was moved to the correct department.

Assessing Department  
Budget Committee  
Community Development

N. Haas: It looks like the department requested a scanner/copier/plotter. Is the current unit operating?

D. Shankle: Yes, this was an upgrade.

M. Miville asked that the Town Council look into the disparity in stipends paid to local Boards.

Family Services  
Tax Collection  
Town Clerk  
Cemetery  
Capital Budget and debt Services

CIP

Revaluation - \$30,000

Improvement for infrastructure Conservation Land \$10,000

Cable Access – Revenue Page

**ADJOURNMENT**

The meeting was adjourned at 8:15 pm.

Respectfully submitted,

Lee Ann Moynihan